



# CHOOSING THE MEO TEAM



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# Today's Agenda



- MEO Team Composition
- Skills
- Commitment
- Roles and Responsibilities
- Team Deliverables



# MEO Team Composition



- Team Leader
- Analyst
- Subject Matter Experts
- Union Representative
- Human Resource Advisor
- Work Measurement Expert
- Consultant Support



# Skills Assessment



- People Skills—ability to work as part of a team
  - Flexibility
  - Adaptability
  - Objectivity
  - Discretion
- Analytical Skills
- Communication Skills—written and oral
- Operational Knowledge



# Commitment



- Full-time dedication a requirement!
  - Long hours
  - Travel
  - Training
  - Heavy workload
  - Defined timelines



# Roles and Responsibilities



- Team Leader (Requiring Activity)
  - Determines path to completion
  - Tasks others
  - Ensures timelines are met
  - Reviews documents
  - Meets/briefs management, employees and union



# Roles and Responsibilities



- Analyst (Requiring Activity)
  - Acts on behalf of Team Leader in their absence
  - Assists with data collection and analysis
  - Assists with document composition
  - Assists with document review



# Roles and Responsibilities



- Subject Matter Experts/Union Representative (Activity under Competition)
  - Assists with data collection and analysis
  - Provides insight for process improvements
  - Assists with document composition
  - Assists with document review





# Roles and Responsibilities



- Human Resource Advisor
  - Schedules time in milestones to accomplish HR actions
  - Advises on position classification restrictions
  - Classifies position descriptions
  - Performs labor market analysis
  - Assists in development of Agency Cost Estimate
  - Assists in development of timing for phase-in plan Develops employee transition plan



# Roles and Responsibilities



- Work Measurement Expert (DORRA)
  - Documents baseline operations (current staffing and organizational structure)
  - Identifies process improvements
  - Develops technical estimates for those staffing activities not covered by engineered standards
  - Utilizes Process Model to simulate operations and develop “should take” times



# Roles and Responsibilities



- Consultant Support
  - Provides training
  - Offers outside perspective
  - Assists with data collection and analysis
  - Assists in document development
  - Assists with document review



# Team Deliverables



- The Agency Tender includes:
  - MEO
  - Technical Proposal
    - Oral Presentation Charts?
    - Position Descriptions
  - Phase-in Plan
  - Quality Control Plan
  - Mobilization, Sustainment, and Disaster Recovery Plan
  - Agency Cost Estimate

